

2110.05 Claim Filing Procedures for Accessing the Michigan Underground Storage Tank Financial Assurance (MUSTFA) fund

Issued January 1, 1994

SUBJECT: Claim filing Procedures for Accessing the Michigan Underground Storage Tank Financial Assurance (MUSTFA) fund.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To inform those responsible for petroleum underground storage tank clean-ups of the procedures to follow for filing appropriate claims with the MUSTFA fund.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of Information Technology, Risk Management Division, MUSTFA Unit.

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SUMMARY: In general, if a release is discovered from a petroleum underground storage tank owned or operated by a State agency, the release must be reported to the State Fire Marshal within 24 hours of discovery and a MUSTFA claim form must be filled out and submitted to the MUSTFA Unit in order for the claim to be considered for eligibility to the Fund. These claim forms will be submitted to the Department of State Police, Fire Marshal Division and the Department of Natural Resources, Environmental Response Division to determine if the underground storage tank and the clean-up effort is in compliance with appropriate State regulations. If the claim is determined eligible, documented invoices shall be submitted to a Third-Party Administrator who is responsible for processing the payment requests for the Fund.

APPLICABLE FORMS: DMB-925, MUSTFA Claim Form.
DMB-924, MUSTFA Claim Application.

PROCEDURES:

Agency:

- If seeking to file a claim to the MUSTFA Fund, completes DMB-924, the MUSTFA Claim Application, in order to be considered eligible to access the MUSTFA Fund.
- In the event of a confirmed release from an eligible underground storage tank system, provides the information requested on this form in order to file a claim with the MUSTFA Fund.
- Provides complete and accurate information on the application.
 - Falsification, misrepresentation or failure to provide accurate information will cause the applicant to be ineligible for the MUSTFA Fund and may prompt recovery action for any amounts the applicant may have received from the Fund.
- Attaches a copy of the Certificate of Eligibility, if one has been issued, or the proof of self-insurance (financial net worth) to the claim form when it is submitted.
- Sends completed application forms to:
MUSTFA Fund Administrator
DMB - OIT, Risk Management Division
2nd Floor, Lewis Cass Building
P.O. Box 30026
Lansing, Michigan 48909

General Information:

- If there are any general questions regarding the MUSTFA pre-certification program, Departments or Sub-units may call the toll free MUSTFA number, 1-800-4-MUSTFA. Applications are available from the MUSTFA Fund Administrator's office.

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